

Meeting Date
03/21/2017



AGENDA	
Section	Consent
Item No.	II. D. 3.

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Addendum to CareerSource Brevard Comprehensive 4 Year Plan 2016-2020
DEPT/OFFICE:	Brevard Workforce Development Board dba CareerSource Brevard

Requested Action:
The Brevard County Board of County Commissioners is requested to review and approve the attached Addendum to the 4-year Local Workforce Services Plan developed by Brevard Workforce Development Board dba CareerSource Brevard. It is further requested that the Chair of the Brevard County Board of County Commissioners, serving as the chief elected official, be authorized to sign this document acknowledging the plan approval.

Summary Explanation & Background:

Workforce Innovation and Opportunity Act of 2014 (WIOA), requires each local workforce development board (LWDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the state. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan which includes public comment, stakeholder involvement and the opportunity to review and comment on the plan via electronic means. The Board of County Commissioners approved the 4 year plan on April 19, 2016. The State of Florida Department of Economic Opportunity (DEO) and CareerSource Florida, Inc. (CSF) issued instructions in November 2016, requesting that all Local Workforce Development (LWDB) Boards in Florida, including CareerSource Brevard (CSB) to submit an Addendum to the four year plan by November 30, 2016. The request was to address a list of items published by the United States Department of Labor (USDOL) Final Rule for the Workforce Innovation and Opportunity Act (WIOA). Specifically the request was to address the following:

- If the entity selected as the fiscal agent/administrative entity is also identified as a one-stop operator or other direct provider of services, provide a description of the appropriate firewalls established to guard against any conflict of interest. (Page 6, Item (3)(C), Local Grant Sub-recipient)
- Provide a description of any cooperative agreement between the Local Board and the designated local entity administering vocational rehabilitation activities under Title I of the Rehabilitation Act of 1973. (Page 9, Item 7, Cooperative Agreements)
- Are each of the required WIOA partners included in the local one-stop system? Include a description of the roles and resource contributions of the local partners. (Page 11, Item 1, General System Description)
- Provide a description of how participating one-stop partners use the principles of universal design in their operations. (Page 11, Item (2)(B), Customer Access)
- Provide a description of the steps taken or that will be taken to ensure a competitive process for the selection of one-stop operators. (Page 11, Item 4, Competitive Selection of One Stop Operator)

Staff reviewed the 2016-2020 Comprehensive Plan and has provided the attached Addendum for review. The document indicates any revisions to the original plan language. Some sections that were requested to be revised were already in compliance with the final rules. In addition to the requested items, CSB requested a revision to the section of the plan regarding "how training services will be provided". This section of the plan describes training agent contract agreement with the University of Central Florida which allows for "customer specific occupational training" that meets local and regional demand be added to the Eligible Training Provider List (ETPL). The amendment to the plan also allows Brevard Public School (BPS) training program to be added to the ETPL when the training meets local and regional demand. This addendum also allows for training vendor/programs identified by sector strategies to be added to the ETPL.

The Addendum has been approved by CSB Executive Committee and the Board of Directors. CareerSource Brevard is a single county local workforce board encompassing the geographic boundaries of Brevard County. The local area includes only the Brevard County Board of County Commissioners and is the unit of general local government in accordance with WIOA sec. 107(c)(1)(B). The Chief Elected Official (CEO) agreement specifies the roles and responsibilities of CareerSource Brevard and the Brevard County Board of County Commissioners as the CEO. Serving in the capacity as chief elected official, the Chair of the Brevard County Board of County Commissioners is required to sign this plan acknowledging approval prior to submittal to the State of Florida.

Contact: Marci Murphy, President, CareerSource Brevard (321-394-0700) (mmurphy@careersourcebrevard.com).

Clerk to the Board Instructions: Please have the Chair sign three (3) original copies of the signature approval page

Exhibits Attached: Yes- Addendum

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager	Assistant County Manager	Department Director / Extension
Stockton Whitten	Verita Valdergo	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

March 22, 2017

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.D.3., Review and Approval of Addendum to CareerSource Brevard Comprehensive 4-Year Plan 2016-2020

The Board of County Commissioners, in regular session on March 21, 2017, reviewed and approved the Addendum to the 4-year Local Workforce Service Plan developed by Brevard Workforce Development Board dba CareerSource Brevard; and authorized the Chairman to execute the Plan. Enclosed are four executed Plans for your action.

Upon execution by CareerSource Brevard, please return a fully-executed Plan to this office for inclusion in the official minutes.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/ds

Encls. (4)

cc: Finance
Budget

CareerSource Brevard



COMPREHENSIVE 4 YEAR PLAN

JULY 1, 2016 – JUNE 30, 2020

ADDENDUM #1

NOVEMBER 30, 2016

LOCAL WORKFORCE DEVELOPMENT AREA 13 – BREVARD COUNTY

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297 Barnes Blvd.
Rockledge, FL. 32955

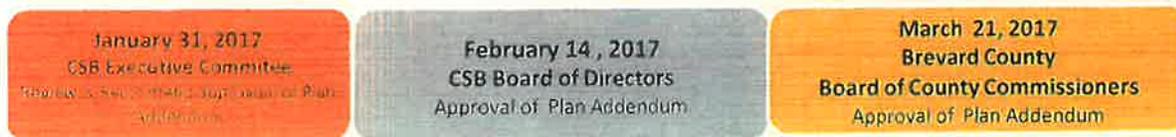
careersourcebrevard.com
dilusk@careersourcebrevard.com

Date Submitted: November 30, 2016
Plan Contact: Don Lusk, Vice President Operations

INTRODUCTION

This document is required based on the State of Florida, the Department of Economic Opportunity (DEO) November 4, 2016 Memorandum requesting an addendum to the local plan in accordance with the CareerSource Florida Local Plan Instructions and based on final Department of Labor (USDOL) and Department of Education (USDOE) Workforce Innovation and Opportunity Act (WIOA) rules published on August 19, 2016. DEO further clarified their request on November 16, 2016 by indicating that the plan addendums must be approved by the Chief Elected Official (CEO). The Brevard County CEO is the Brevard County Board of County Commissioners. DEO indicated that the addendum must be submitted by November 30, 2016 and if the plan addendum cannot be executed prior to that date our document should indicate "the date that the addendum will be approved and signed by the CEO". This addendum shall be considered a draft until such time the CEO executes the addendum.

The CareerSource Brevard (CSB) process for plan approval requires review by the Executive Committee, the CSB Board of Directors and then the CEO. The CEO has yet to approve a 2017 Board calendar, so the dates listed are tentative. The following chart provides the timeline for the approval process.



DEO ADDENDUM REQUEST

DEO requested that CSB address the following items based on the USDOL and the USDOE WIOA Final Rules. The following format indicates the requested item to be addressed and any amendment necessary based on staff review:

#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
1	If the entity selected as the fiscal agent/administrative entity is also identified as a one-stop operator or other direct provider of services, provide a description of the appropriate firewalls established to guard against any conflict of interest. (Page 6, Item (3)(C), Local Grant Subrecipient)	Item 3 (c) [Page 11] The Administrative Entity is also the local fiscal agent, local board staff and provides services to business and industry through CBS's Industry Relations Department. The one-stop or career center services are contracted to a vendor who was selected through a competitive process. <u>CSB as the fiscal agent/administrative entity is not a direct provider of one-stop operator services and as such, no firewalls to guard against conflict of interest are required.</u>
2	Provide a description of any cooperative agreement between the Local Board and the designated local entity administering vocational	Item 7 [Page 84] CareerSource Brevard continues to work with one-stop career Center partners for the determination of infrastructure cost contributions. Florida Department of Education Vocational Rehabilitation infrastructure cost sharing will be determined by the

#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
	<p>rehabilitation activities under Title I of the Rehabilitation Act of 1973. (Page 9, Item 7, Cooperative Agreements)</p>	<p>Department of Education at the state level pursuant to WIOA requirements. There will be a delay in infrastructure cost sharing for Perkins Act funding as a result of federal reauthorization of the program. CareerSource has acted as the convener of community partners and their resources. We have entered Memorandums of Understanding (MOUs) with each partner that may be financial or service oriented (referral) in nature. CareerSource has many partnership MOUs which create relationships that provide a seamless continuum of services for the job seeker and reduce unnecessary redundant providers. While there are 14 required partners in the WIOA service delivery process, the Florida Model will not require all of those and the due date for the MOU's is July 2017. CareerSource will continue to work with all of the required entities to accomplish necessary MOU's. <u>CareerSource Brevard has developed a cooperative agreement with local representatives of Vocational Rehabilitation. This agreement has been approved locally but is currently awaiting execution by State Department of Education (DOE), Vocational Rehabilitation officials. The agreement was developed using a preapproved DOE template. It covers coordination and provision of services, joint release of information, consent forms, use of space, infrastructure costs and other general items.</u></p>
3	<p>Are each of the required WIOA partners included in the local one-stop system? Include a description of the roles and resource contributions of the local partners. (Page 11, Item 1, General System Description)</p>	<p>Item 1 [Page 86-88] All of the required WIOA partners are included in the CareerSource Brevard one-stop delivery system <u>with the exception of programs that are not available. These include the Indian and Native American programs and the National Farmworkers Jobs programs.</u> CareerSource Brevard's system of Career Centers directly provides the full array of employment services and connects customers to work-related training and education. CareerSource Brevard provides high-quality career services, education and training, and supportive services customers need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce. CareerSource Brevard has established strong, robust and sustained partnerships with core programs. The local workforce development board provides guidance and oversight of a wide-range of core programs. Coordination is managed within a direct line of supervision with coordinated service delivery and accountability. (See charts included in plan on pages 86-88 for roles and resources of local partners. It is worth noting that CSB has an updated agreement with Division of Blind Services pending. This updated agreement should be executed in the next 30-60 days. No other revisions required)</p>
4	<p>Provide a description of how participating one-stop partners use the principles of universal design in their operations. (Page 11, Item (2)(B), Customer Access)</p>	<p>Item 2 (b) [Pages 91-93] CareerSource Brevard and its partner programs and entities that are jointly responsible for workforce and economic development, education, and other workforce programs already collaborate to create a seamless, customer-focused one-stop delivery system</p>

#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
		<p>that integrates service delivery across all programs and enhances access to the programs' services. This region's Career Centers and partners provide jobseekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in employment with family-sustaining wages. The local workforce board promotes accessibility for all job seekers to our Career Centers and program services, and is fully compliant with accessibility requirements for individuals with disabilities within our centers. Career Centers in our local area assist job seekers with disabilities in all programs, and our region has annually assessed physical and programmatic accessibility. This includes, but is not limited to, ensuring assistive technology and materials are in place, and front-line staff members are trained in the use of this technology. In addition, CareerSource Brevard and its partners located within the Career Centers ascribe to the principles of universal design of the facility, materials, service delivery and technology whenever and wherever possible and practical, including the following seven core principles: (See Universal Design Principles Chart contained on pages 91-92 for application and use of universal design principles. No revisions required.)</p>
5	<p>Provide a description of the steps taken or that will be taken to ensure a competitive process for the selection of one-stop operators. (Page 11, Item 4, Competitive Selection of One Stop Operator)</p>	<p>Item 4 [Pages 94-95] CareerSource Brevard is committed to open and competitive procurement of services in providing workforce development services in Brevard County. Through requests for qualifications, invitations to negotiate, requests for proposals and bids, providers within and outside the community have the opportunity to compete to meet the needs of CSB customers. Decisions on procurement are guided by our commitment to provide quality services and maintain high levels of customer satisfaction. This is done within the established federal and state regulations and policies governing procurement</p> <p>Request for Proposals (RFP) A Request for Proposals (RFP) is used to solicit proposals for One-stop Operator Provider services. Public notice of the RFP is provided through the agency website, posting in the local newspaper and Florida Vendor Bid System as determined necessary. Upon receipt of proposals by the published deadline, a review team rates and ranks the proposals, and prepares recommendations for approval by Board of Directors. The review team consists of not less than 3 members comprised of CSB staff, board member or member of the community or combination thereof. Each team member is required to sign a code of conduct and conflict of interest statement. The evaluation criterion is kept on file for each procurement including the individual evaluation forms completed for each proposal submitted. A cost analysis is performed and documented. (See pages 93-94 of plan for description of the steps to ensure competitive process. No revisions required.)</p>



4 YEAR COMPREHENSIVE PLAN
JULY 1, 2016 – JUNE 30, 2020
ADDENDUM #1 NOVEMBER 30, 2016



In addition to the previously listed DEO requested plan items, CSB wishes to amend the current plan to include arrangements to work more closely with the Brevard Public School system. The following format indicates the requested item to be addressed and the amendment necessary based on staff review:

#	CSB REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS &
1	<p>(9) Training Services: Please describe how training services will be provided, including, if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs. WIOA §134(c)(1)(A)(v).</p>	<p>Item 9 [Pages 107-110]</p> <p>Training services provided by CareerSource Brevard are directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate. CareerSource Brevard provides diversified job-driven training opportunities for individuals, including pre-vocational training, occupational skills training, work-based training, registered apprenticeships, internships, paid work experience, etc. Priority consideration is given to programs that lead to a recognized post-secondary credential and/or industry-recognized credential aligned with in-demand industry sectors or occupations.</p> <p>CareerSource Brevard has implemented innovative programs and strategies designed to meet the needs of employers, which may include employed worker training programs, customized training, on-the-job training, internships, paid work experience, sectoral and industry cluster strategies, implementation of industry or sector partnerships, career pathway programs, microenterprise and entrepreneurial training and layoff aversion strategies. CareerSource Brevard in coordination with Region 11 (Flagler/Volusia) and Region 10 (Citrus/Levy/Marion) have established the Training Agent Contract Agreement with the University of Central Florida (UCF) which extends to all UCF Regional Campuses, Colleges, Institutes, Incubators, Labs and Centers. This regional agreement allows for a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</p> <p><u>CareerSource Brevard in cooperation with Brevard County Public Schools (BPS) which includes Adult and Community Education has established a partnership via agreement for technical, educational and vocational training which is designed to meet industry needs across various in demand occupations for adult learners and career seekers. The intent of this agreement allows a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</u></p> <p><u>In order to develop, implement, and expand sector strategies with a focus on growth industries and to build a competitive workforce, CareerSource Brevard may enter into agreements with training vendors for programs that meet sector strategy training needs not available with existing ETPL. Such vendors must be able to provide data and outcomes which demonstrate provision of credential(s) leading to successful employment</u></p> <p>This authorizes University of Central Florida, <u>BPS and vendors who meet sector strategy needs</u> to be included on the Eligible Training Provider List. Training programs which meet local and regional demand criteria are made available based on funding availability.</p>



4 YEAR COMPREHENSIVE PLAN
JULY 1, 2016 – JUNE 30, 2020
ADDENDUM #1 NOVEMBER 30, 2016



This addendum represents the best efforts of CareerSource Brevard to maximize the resources available under the various legislative funding sources establishing the One-Stop/Career Center System in Brevard County also known as Local Workforce Development Board 13. The addendum was electronically submitted as specified in the instructions by November 30, 2016 with the understanding the document must receive approval of the CSB Executive Board, Board of Directors and the Brevard County Board of County Commissioners (CEO) prior to becoming final.



CareerSource Brevard will operate in accordance with the approved four year plan, this addendum and applicable federal and state laws, rules, and regulations.



Chief Elected Official (CEO)
Brevard County Board of County Commissioners


Curt Smith, Chair
Attest: 

Date (As approved by the Board on 3/21/17) Scott Ellis, Clerk

CareerSource Brevard

Robert Jordan, Chair

Marci Murphy, President

Date

